

## SERL - Services List

This screen displays, in reverse chronological order by service date, a history of all services (both paid and non-paid) provided to a specific client. Information displayed includes the service code and description, the facility providing the service and the approval status.

```
CAFSSERL                SERVICES LIST                11/29/2007    11:08
USER ID : C7TR15                PAGE NO: 001
CAPS ID : 00001073    00    NAME: SOUTHWICK, TOMMY

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE        TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

S RSN SERVC DESCRIPTION        FACILITY NAME    OPEN DATE    CLOSE DATE S A C    APPRV
-  FP SEMRM REMOVAL            COONEY'S FOSTER  01/01/2000    99/99/9999

PATH: █
```

**Field Descriptions** (F12) indicates code lookup is available.

### *CAPS ID* (F12)

Enter the CAPS ID of the client you wish to add or view service information for.

### *NAME*

This field will display the name of the client whose ID is entered in the CAPS ID field.

### *START FROM*

Enter a date in this field and only services from that date to current date will display on the list.

### *SERVICE CODE* (F12)

Enter a service code (up to 3) in this field and only services matching the entered code(s) will display on the list.

S

Enter "I" if you want to inquire on a service, "M" if you want to modify a service or "D" if you want to delete a service. *Some services cannot be modified or deleted after a certain point. For example, if a payment has already been created from a service, the service cannot be deleted.*

*RSN*

This field will display the two character reason code that was entered on the service detail.

*SERV* (F12)

This field will display the service code that was entered on the service detail.

*DESCRIPTION*

This field will display the description of the service code that was entered on the service detail.

*FACILITY NAME*

This field will display the name of the facility that provided, or is providing, the service.

*OPEN DATE*

This field will display the date the service began.

*CLOSE DATE*

This field will display the date the service ended. 99/99/9999 indicates the service is still open. *All open services will default to the top of the list.*

*APPRV* (S, A, C)

This field will display the status of approval for payable services (non-payable services entered on SERN (Services Detail: Non-Payable) do not require any level of approval.) "S" level = Supervisor; "A" level = Regional Administrator; "C" level = Central Office. "P" indicates that level is pending approval, "A" indicates that level has approved the service and "D" indicates that level has denied the service and blank indicates that level of approval is not required for that service.

### **Additional Information**

Services cannot be added until the CLID (Client Detail) screen has been completed and an initial assessment has been entered on the IARL (Initial Assessment and Review List) screen.

In order to add a service from SERL (Services List), you must type SERN (Services Detail: Non-Payable) or SERP (Services Detail: Payable) in the PATH, prior to pressing F11.

Only certain workers have the authority to add certain services. For example, only Transitional Living Workers can add Transitional Living services.